



## United States Department of the Interior

U. S. GEOLOGICAL SURVEY  
Forest and Rangeland Ecosystems Science Center  
Snake River Field Station  
970 Lusk Street  
Boise, ID 83706

# JOB ANNOUNCEMENT

**Student Services Contract for:** Wildlife Biologist – GIS Specialist

**Contract Dates:** January 3, 2006 through December 31, 2006

**Submit resume and attachments by:** December 29, 2005

**Contact Information:** Steve Knick (208) 426-5308; [steve\\_knick@usgs.gov](mailto:steve_knick@usgs.gov)

### Description of Student Services

1. Develops methodologies from principles and concepts of digital cartography for using data acquired using GIS/RS/GPS applications that will meet the needs of the research on shrubsteppe ecosystems. This involves not only being able to establish the type, scale and format of digital data necessary for the analysis but how to integrate the data using GIS/RS/GPS concepts that can accomplish the goals of the research project. This involves planning and foresight, and still, in many cases, a great deal of problem resolution. Resolution of the many technical, logistical, and procedural problems will be a creative or innovative process.
2. Oversees, coordinates, and analyzes digital data in support of research conducted on shrubsteppe ecosystems. Maintains metadata on all data. The incumbent will be responsible accuracy and quality control of these spatial resource data and output from analysis, and a data dictionary (metadata) of all spatial data input required by the research projects.
3. Assists resource specialists in the use of GIS/RS software and hardware. The development of user applications and the use of ARC macro, Avenue or other programming language will also be used to facilitate research projects. This involves not only the physical use, but also the principles and concepts of GIS/RS applications explaining the capability of the system.

### Required Expertise/Skills:

Completion of graduate degree in biological science disciplines. Demonstrated skills in analysis and display of spatial data using Geographic Information Systems. Knowledge of scientific disciplines related to the collection and interpretation of biological data. Additional expertise in computer programming, statistical software, or spreadsheet operations desirable.

**Description of Working Conditions:**

Work will be conducted in an office situation, with adequate light, ventilation, and heat. Travel will be necessary to conduct field surveys for accuracy assessment, to work with other members of a research team, and to participate in workshops or conferences. Special safety precautions are not required beyond those of the normal office setting.

**Compensation:**

Compensation is commensurate with the level of education and experience, as follows:

\$21.53 per hour for student who has completed graduate degree.

Student is responsible for all costs of transportation to and from the principal duty station location. The Government does not provide housing, meals or other living expenses while working at the principal duty station. Travel away from the duty station is not expected.

**Period of Performance:**

January 3, 2006 through December 31, 2006

**Principal Duty Station:**

Forest and Rangeland Ecosystem Science Center, Snake River Field Station, 970 Lusk Street, Boise, ID 83706

**Contact Information:**

The work will be overseen by Steve Knick, Research Ecologist, (208) 426-5208

**Application Requirements:**

Resume should include: legal name, mailing address, telephone number, email address, date of birth, place of birth, citizenship, education – including a description of relevant classes, work or volunteer experience in related field. If other part-time positions are held, student must identify such work/scheduling.

Other documentation: Transcript listing courses taken and the student's overall GPA. For application purposes, the transcript can be unofficial. However, if selected for the position, the student must provide an official transcript, either stamped/signed by the registrar's office or in a sealed envelope.

Student must have been enrolled in college within the past 12 months and/or have graduated within the past 12 months. Proof of enrollment is required and must be an original document from the registrar's office with an original signature. Transcripts may reflect enrollment too. Alternatively, some universities are directing students to the National Student Clearinghouse (NSC) for proof of enrollment. For a small fee, the student can print an Enrollment Verification Certificate from [www.studentclearinghouse.org](http://www.studentclearinghouse.org). It is the student's responsibility to prove enrollment.

**Special Terms:**

For all legal purposes, student is regarded as an independent contractor. Payments for services are reportable and taxable as earned income. No Federal, State, or Local income taxes will be deducted. No social security or medicare taxes will be deducted. Student is responsible for payment of all taxes as a result of income received under this order. The U.S. Geological Survey (USGS) will report the total

amount paid under this order to the Internal Revenue Service on a Standard form 1099. The student is not considered an employee and will not receive a W-2 form.

For payment, student must have a checking or savings account at a financial institution that will accept direct deposits of Federal funds.

Student selected for this contract will be required to register as a government contractor at the website [www.ccr.gov](http://www.ccr.gov) and provide the USGS with their social security number. In addition, student contractor will be required to take USGS computer security awareness training and comply with the USGS Computer and Network Security Handbook (See work statement attachment). First Aid/CPR is also a requirement and training will be provided by the USGS.

The USGS is an Equal Opportunity Employer. Selection for this position will be based solely on merit, fitness, and qualifications without regard to race, sex, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, or any other non-merit factors. This agency provides reasonable accommodation to applicants with disabilities.

## **Work Statement Attachment - Information Technology Security Requirements Summary**

### **1. Background Investigation**

Contractor employees who will have access to Federal information technology (IT) systems are subject to background investigations by the Federal Office of Personnel Management. Procedures for investigations and obtaining identity credentials are described in clause GS 1414 (or GS 1419 if working on the Denver Federal Center). The level of investigation required will be the same as would be required for Federal employees holding positions involving similar duties.

Based on the risk and sensitivity of duties performed and system access authorities to be granted, the following type of background investigations will be required, as described in DOI Departmental Manual Part 441, Chapter 3, Attachment 5.

The following is copied directly from DM Part 441 Ch 3:

3.11 **Contractors.** Contractors are not Federal employees and cannot hold national security positions or public trust positions. Nevertheless, contractors may be required to undergo background investigations. To that extent, further guidance will be forthcoming.

## **CONTRACTOR/CONSULTANT POSITIONS (TO BE INCLUDED AT A LATER TIME)**

### **2. Non-disclosure Agreement**

Prior to receiving access to USGS computers, contractor employees shall be required to sign non-disclosure or other system security agreements, depending on the systems to be used and level of access granted. The required non-disclosure agreement will be similar to the attached but may be customized, as needed, to reflect the data involved. Restrictions on use, duplication, and disclosure of sensitive and proprietary data are covered in clause GS 1406.

### **3. Training**

Contractor employees shall complete USGS-defined Federal Information Systems Security Awareness computer security training before being granted system access and must renew the training annually. Failure to complete training within the required timeframe may result in loss of system access for that user. Contractor employees with significant IT security responsibilities shall also complete specialized role-based training.

### **4. Personnel Changes**

Not applicable

### **5. Contractor Location**

No portion of the services to be performed hereunder may be performed outside the United States without the express written permission of the Contracting Officer. If a contractor proposes to perform services outside the United States, the contractor must submit a Security Plan to address mitigation of security issues due specifically to location. The Security Plan Template is

available upon request from the Contracting Officer. Such proposals will not be accepted unless the contractor can demonstrate that the Government systems or data would be no more vulnerable than if work were performed domestically.

#### **6. Applicable Standards**

Not applicable.

#### **7. Asset Valuation**

*Not applicable - not a Major Application or GSS.*

#### **8. Property Rights**

Not applicable.

#### **9. Independent Verification and Validation (IV & V)**

Not applicable.

#### **10. Certification & Accreditation**

Certification and Accreditation on USGS systems to which the Contractor may have access under this contract will be conducted by the Government or another of its contractors.

#### **11. Internet Logon Banner**

Not applicable. Contractor will not be required to develop or maintain any public Internet pages under this contract.

#### **12. Incident Reporting**

Contractor employees must report any computer security incidents (viruses, intrusion attempts, system compromises, offensive e-mail, etc.) which may affect Government data or systems in accordance with the *DOI Computer Incident Response Guide*. Report computer security incidents to USGS help desk or Security Point Of Contact (SPOC). In many cases, your local system administrator is your Security Point Of Contact. The help desk or SPOC will investigate and coordinate with the *Computer Security Incident Response Team (CSIRT)*.

#### **13. Quality Control (Malicious Code)**

All software and hardware shall be free of malicious code.

#### **14. Self Assessment**

*Not applicable - not a Major Application or GSS.*

#### **15. Vulnerability Analysis**

Vulnerability Analysis on USGS systems to which the Contractor may have access under this contract will be conducted by the Government or another of its contractors.

#### **16. Logon Banner**

When presented with the USGS logon banner, contractor employees shall read and acknowledge a Government approved logon warning.

#### **17. Security Controls**

Not applicable.

**18. Contingency Plan**

Not applicable.

**(Following page to be signed upon acceptance of purchase order in addition to Student acknowledgement)**

## CONTRACTOR EMPLOYEE NON-DISCLOSURE AGREEMENT

It is understood that as part of my official duties under Contract No. (\_\_\_\_\_), I may come in contact with Government procurement sensitive information or proprietary business information from other contractors (e.g., cost data). I, as an official Government contractor, certify that I will not disclose, publish, divulge, release, or make known, in any manner or to any extent, to any individual other than an appropriate or authorized Government employee, the content of any procurement sensitive information provided during the course of my employment. I understand that for the purpose of this agreement, procurement sensitive information is to include procurement data, contract information, plans, strategies and any other information that may be deemed sensitive.

I further certify that I will use proprietary business information only for official purposes in the performance of Contract No. (\_\_\_\_\_), and will disclose such information only to those individuals who have a specific need to know in performance of their official Government duties. I hereby agree not to disclose to others any contractual information, including, but not limited to, proprietary information, trade secrets, financial data, technical proposals which will be presented to me by the Contracting Officer or other Government Official. I agree that the described information is "inside information" and shall not be used for private gain by myself or another person, particularly one with whom I have family, business, or financial ties. For the purposes of this agreement, "inside information" means information obtained under Government authority which has not become part of the body of public information. I specifically will not disclose any such information to employees of my company or any other contractor employees who have not signed this agreement. I will take all reasonable precautions to prevent the unauthorized disclosure and use of such information.

I hereby certify that I have read the non-disclosure agreement described above and I am familiar with the directives and policies governing the disclosure of procurement sensitive information. I will fully and completely observe these directives and will not disclose such information to any unauthorized person, or use any information obtained for private use or gain at any time, including subsequent to the performance of duties under (insert contract no.).

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NAME (Please Print)

SIGNATURE

DATE